



## FSU Sponsored Research Services OMNI GRANTS PROPOSAL QUICK ENTRY (Last updated 02/21/13)

### Introduction

This Quick Entry document may be used to create a proposal in the OMNI Grants module and submit it for electronic approval. It is recommended, however, that new users start with the detailed Proposal Development Guide for data entry instructions. Once the user has mastered proposal data entry using that document, this Quick Entry document will guide future entries.

If the user is a departmental support person entering a proposal on behalf of a PI, remember to add that user's EMPLID to the Proposal Resources page, Professionals section, with the role of Sponsored Project Manager or Department Representative. Otherwise, the user will not be able to access the proposal after exiting.

### Creating a New Proposal

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal**

- Select the Add a New Value tab
- Enter appropriate Business Unit
- Click Add

### Proposal Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Proposal tab**

Enter the following data:

- Short Title
- PI Employee ID
- Sponsor ID
- Purpose
- Proposal Type if not "New"
- CFDA # if Federal or Federal Flow Through
- Due By
  - Due Date – defaults to current date if not corrected.
  - Receipt/Postmark
  - Time
  - Time Zone
- Additional Information – select any that apply
  - Cost Sharing
  - Flow Through; enter Federal agency sponsor ID.
  - Previous Award; enter award number.
  - Solicitation; enter solicitation number and/or title
- NIH Modular Grant checkbox, if applicable
- Start Date
- End Date (reflecting the entire proposed period)
- Number of periods requested



## Projects Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Projects tab**

Enter the following data:

- Department
- Subdivision (same as Department)
- Institution (match to Business Unit)
- Department Credit

## Budgets Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Budgets tab**

Enter the following data:

- Budget ID – always “1”
- Description – any
- Program Income, if applicable

## F&A and Pricing Setup Hyperlink

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Budgets tab, F&A and Pricing Setup Hyperlink**

Enter the following data:

- Rate Type
- Under Budget section at bottom of page, F&A Base (if rate is 0%, enter NA) and F&A Rate % (if rate is 0%, leave blank).

## Resources Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Resources tab**

Enter the following data under Resource section:

- ADDL, if additional non-space related resources are requested
- ANSPC, if additional animal space is requested
- SPACE, if additional non-animal space is requested
- OFFLO, if more than 50% of the project to be conducted in facilities not owned by FSU. Enter location address in Comments box.

Enter the following data under Professionals section as applicable:

- Co-PI(s) Employee ID, Role and Credit %
- Sponsored Project Manager Employee ID and Role
- Department Representative Employee ID and Role



## Certifications Tab

Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Certifications tab

Enter all four of the following certifications.

1. Graduate Tuition Waiver Code
  - WAV1, WAV2, WAV3, WAV4;
  - Indicator Yes
2. Significant Financial Interest
  - Indicator Yes or No as appropriate
3. NSF Report Code
  - Select appropriate code from list
  - Indicator Yes
4. Indirect Cost Waiver
  - Indicator Yes or No as appropriate

Enter the following data if applicable to this project. Indicators should be Yes unless otherwise noted.

- If using animal subjects
  - ANIMA and ANPRO
  - Enter protocol number in Assur Nbr field on ANPRO row.
- If using human subjects
  - HUMAN
- If using deoxyribonucleic acid (DNA) or ribonucleic acid (RNA)
  - DNARN
- If using hazardous materials
  - HZCHM
- If using select agents
  - SLAGT
- If using nanomaterials
  - NANOM
- If using radioactive material
  - RADIO
- If project supports workshops or conferences
  - WKCNF
  - COLFEE, answer yes or no if collecting fees
  - CEU, answer yes or no if COLFEE answer is yes.
- If using Marine Lab
  - MRINE
- If using Academic Diving facilities
  - CADIV
- If faculty overload proposed
  - OVRD
- If dual compensation proposed
  - DCOMP



## Reports Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Reports tab**

- Select Abstract from the dropdown list of types.
- Insert an abstract about the proposal in the Comments field either by typing it or cutting/pasting it in the box.

## Attachments Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Attachments tab**

Attach all that apply:

- Proposal (including technical narrative, sponsor forms, administrative narrative, budgets, attachments, appendices, biographical sketch, etc.)
- Internal budget work papers
- SRS/FSURF Animal Use Form
- FSU Cost Sharing Commitment Form
- Third-Party Cost Sharing Commitment Form
- Indirect Cost (F&A) Waiver Approval
- Restricted Costs Waiver Justification or Approval (OMB Circular A-21)
- Solicitation
- Additional Resources Request/Justification or Approval (animal and non-animal space, and other requested resources)

## Locations Hyperlink/Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Locations hyperlink**  
(see bottom of page).

Enter the Location Code for your department or 00010000A as a default.

## Keywords Hyperlink/Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Keywords hyperlink**  
(see bottom of page).

Enter at least one keyword related to the subject of this proposal.

## Attributes Hyperlink/Tab

**Navigation: OMNI Financials > Grants > Proposals > Maintain Proposal, Attributes hyperlink**  
(see bottom of page).

***BEFORE PROCEEDING***

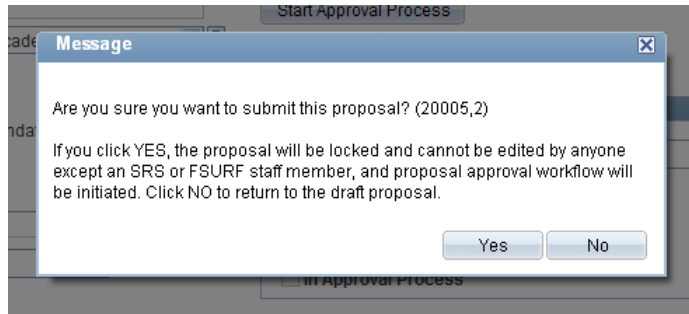
**Run the [Proposal Exception Report](#) to check for data entry errors.**



## Start Proposal Approval Process

To start the approval workflow process, click .

The following message will appear:



Click  to proceed with workflow, or  to return to the draft proposal.

**Once Yes is clicked, the proposal is frozen and may not be edited by anyone unless denied back to the originator. SRS may make minor changes after the proposal is approved and submitted.**

### Reviewing Proposal Approval Workflow Status

Any user that has access to the proposal may review and monitor the proposal approval workflow status by opening the proposal and clicking on the [Component](#) hyperlink at the bottom of the  page.

Click , then [Approval Status/History](#).